

C-O-N-F-I-D-E-N-T-I-A-L

T/II/M-13
5 April 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Thirteenth Meeting, 30 March 1965

Members or Their Representatives Present

25X1 CIA - [REDACTED]
DIA - [REDACTED]
NSA - [REDACTED]
STATE - Mr. Curtis Fritz
ARMY - Mr. Robert Baxter
AIR FORCE - Lt. Col. Robert McAnaw
25X1 CSS - [REDACTED]

Others Present

None

1. Members reported hours spent in support of task team matters outside of meetings for the months of February and March.

25X1 2. [REDACTED] initiated further discussion of the usefulness of categorizing items. He noted that categorization had been considered as a potential aid in planning and developing an authoritative item list. It had also been considered as an aid to users of such a list. [REDACTED] 25X1 called on the team to specify these or other purposes for categorizing items.

3. In the course of discussion, the potential uses of item categorization were felt to be as follows:

a. To indicate that a given item is a product of collection, technical processing, substantive analysis etc. Many headquarters personnel make these differentiations based on their knowledge of the producing components mission and functions. This type of knowledge among users is by no means universal. Therefore, such an indication in the item list would appear to be of substantial value to many important users.

Group 1
Excluded from automatic
downgrading and
declassification.

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b. To indicate that an item is complete, or is an extract abstract or summary. This is not always manifest from the title, producer, or other elements used to uniquely identify and describe an item.

c. To aid the manager in identifying similar types of items for analysis of coverage, overlap, prospective integration, etc.

d. To aid the system designer in breaking down the large volume of items into smaller groupings of similar items for analysis of content, purpose, use, etc.

e. To indicate nature and scope of source materials utilized in production of a given item.

f. To aid in permitting or precluding release of items as a class where, when, and if appropriate. For example: DCID 1/7.

g. Task Team I requires an appropriate breakdown of items into classes to aid them in determining which classes should be brought under content control and to establish sequences for so doing. Task Team III expects Task Team II to provide appropriate treatment of foreign publications and derivative items so that they can be identified as such and segregated, if necessary.

4. The team then turned its attention once again to category design and definitions. A consensus was that items could be categorized and appropriately defined as:

a. Non-Substantive: Items of an administrative or operational nature which are produced in intelligence organizations but are not otherwise associable with substantive information or intelligence.

b. Substantive Support: Items which are provided by intelligence organizations to support effective acquisition, processing, production, dissemination, storage and retrieval of intelligence information and intelligence products.

c. Substantive: Items containing information of potential intelligence value and products of intelligence research, analysis, intelligence estimates and projections.

5. Beyond this breakdown no consensus was evident. then discussed a breakdown of Substantive Items as follows:

25X1

- a. Products of Collection/Dissemination
- b. Products of Technical Processing
- c. Products of analysis.

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The balance of the meeting was devoted to testing this categorization by placing identifiable items in these categories with apparently varying levels of success.

25X1 6. [] requested members to bring in category schemes which they felt might be appropriate for use in conjunction with item identification. These will be discussed at the next meeting of the Task Team, 1330 hours, 15 April 1965 at CIA Headquarters.

[]

Secretary

25X1

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